

CULTUREFEST 2016 VOLUNTEERS INFORMATION SHEET

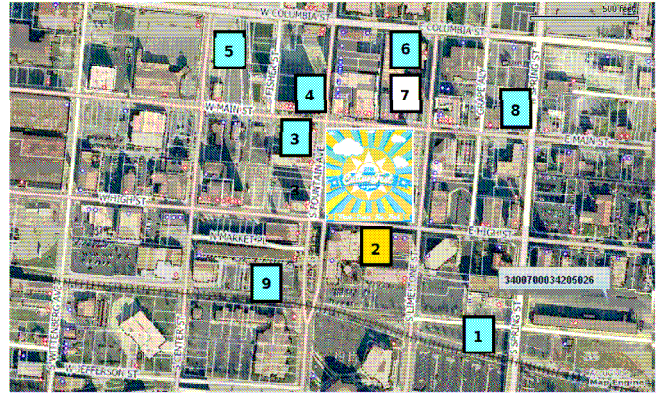
CultureFest 2016 Parking

PARKING

- **Designated parking for CultureFest at some lots in downtown area. (See map).**

CHECK-IN

- **Please check in at the Information Tent when you come to help on Saturday.**
- **At the Information Tent (corner of Fountain and High), there will be a Sign in and Sign out sheet. Sign out when you complete your volunteer work.**
- **The Volunteer Coordinator will answer any questions you have concerning your work.**



1. Clark State Brinkman Overflow Lot
2. Handicapped (S. Limestone & W. High) (Gold rectangle)
3. KeyBank lot – (W. Main & S. Fountain)
4. City Lot – (S. Fountain & W. Main)
5. City Lot – (W. Main & Columbia)
6. Bushnell Garage limited
7. VENDORS ONLY PARKING @ WesBanco – (W. Main & S. Limestone) (White rectangle)
8. Lages' Spring & Main lot
9. Heritage Center (South Fountain by railroad track)

WORK ASSIGNMENTS

- **Check to see who is in charge of your area. Meet with them to get an understanding of what your job assignment is.**
- **There will be a master list of volunteers and assignments in the Information Tent, if you forget what your job is.**

ATTIRE

- **Please wear your CULTUREFEST T-Shirt while volunteering if you have one. If not, wear your name tag.**
- **When you are actively volunteering, wear a name tag, and take it off, when you're off duty and still at Culture Fest. This will help us know who is currently working.**
- **Name Tags. Each of you also will have a name tag to wear. Pick it up and return it to the Information Table. We'll reuse the plastic next year!**
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VOLUNTEER PERKS

- **Thank you very much for volunteering your time for CULTUREFEST 2016!**
- **In appreciation for your time and hard work we are giving you:**
 - ⑩ **A Free T-Shirt (For those who attend orientation and work at least 2 hours))**
 - ⑩ **Refreshments at CULTUREFEST. These will be located in the Information Tent.**

COMMUNITY SERVICE HOURS

If you will get community service hours for your work, the Volunteer Coordinator will be glad to sign your school paper at the end of your work. Bring it with you, or you can also bring it to Community Development, 2nd floor of City Hall after the event for signature. If you're working more than 4 hours, we're asking you to sign in every 2 hours to let us know what work you're doing.

**IF YOU HAVE AN EMERGENCY AND ARE UNABLE TO VOLUNTEER, PLEASE CALL 324-7696
AND LEAVE VOICE MAIL FOR NANCY FLINCHBAUGH.**